



**KENT SURREY AND SUSSEX POSTGRADUATE DEANERY FOR
MEDICAL AND DENTAL EDUCATION**

PAEDIATRIC FACULTY HANDBOOK

**A Guide for Postgraduate Doctors and Staff in
Brighton & Sussex University Hospitals NHS Trust**

**This handbook is mapped to the KSS Deanery's
Graduate Education and Assessment Regulations (GEAR)**

Revised August 2009

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1. Introduction

Welcome to the Kent Surrey and Sussex Postgraduate Deanery [KSS Deanery].

Welcome to the Audrey Emerton Postgraduate Centre in the Brighton and Sussex University Hospitals NHS Trust. You also may be working in Chailey Heritage or within Community Paediatrics within the South Down's Trust. This Faculty Handbook is written for you as a postgraduate doctor and all who will be working with you during your time here whilst working in Paediatrics. Its purpose is to give you information about how your programme works, and who the key people are who will be working with you. This Handbook contains generic information, but is specifically written to support those of you who are on the Paediatric Training Programme. It should be read in conjunction with your curriculum

<http://www.rcpch.ac.uk/Training/Competency-Frameworks>

and your Specialty School Handbook which can be found at

<http://www.kssdeanery.org/paediatrics>

This Handbook will be updated annually based on feedback to the Faculty Group, from you as a postgraduate doctor and from your Supervisors.

2. Location

During your time with us you will be based at either The Royal Alexandra Children's Hospital, Chailey Heritage, The Seaside View Child Development Centre or The Trevor Mann Baby Unit within the Royal Sussex County Hospital, Brighton. The Postgraduate Centre is at the Audrey Emerton Building, Eastern Road, Brighton. All training sites are in easy reach of London with frequent trains going to London Bridge and Victoria stations.

3. Key People

There are several key people who will support you during your time with us. The Programme Lead is Dr Rob Bomont, College Tutor (rob.bomont@bsuh.nhs.uk). The MEM/academic Registrar is Sue Hayes (sue.hayes@bsuh.nhs.uk)

A list of people directly involved in your Programme e.g. Educational Supervisors, Clinical Supervisors, Administrative Staff, Faculty Group, Deanery Staff, Deanery Careers and Library Knowledge Service Staff with their contact details is given in Appendix A.

4. Local Programme Administrative Arrangements

The administrative arrangements for the local management of your programme are managed by the Sue Hayes, MEM and Dawn O'Grady, Faculty Administrator in conjunction with your Programme Lead. The Faculty Office is situated within the Postgraduate Centre, Audrey Emerton Building and is staffed between 9am – 5pm Monday to Friday.

Paediatric Faculty Office
Audrey Emerton Building,
Royal Sussex County Hospital
Eastern Road,
Brighton,
East Sussex
BN2 5BE
Tel: 01273 523353
Fax 01273 523341
e-mail: dawn.o@grady@bsuh.nhs.uk

[Click here for a map and directions for The Postgraduate Centre, Brighton](#)

The national arrangements for the management of your programme are contained in your e-portfolio (<http://v1.nhseportfolios.org>) and Dr Peter Martin is Head of the Paediatric School. If you experience any local admin issues your first point of contact is the Postgraduate Centre.

5. The Postgraduate Doctor Paediatric Curriculum

[GEAR S 1.2; S 1.4; S1.5]

The curriculum for your specialty can be found at www.pmetb.org.uk/index.php?id=624
The Local Paediatric Faculty Group is responsible for ensuring that the Paediatric programme is such that it will enable you to meet specific competences required in any given year by your Paediatric curriculum. The local programme is thus mapped to the national paediatric curriculum. The Paediatric Curriculum also includes opportunities for you to work with other health care professionals such as Nurses, Dieticians, Play Therapists, Radiographers and Speech and Language Therapists.

5.1 The Aims and Objectives of the Paediatric Curriculum

[GEAR S 1.4]

The aim of paediatric curriculum is to produce high quality paediatricians with a broad range of skills, supported by assessments which are competency based. It will enable you acquire a detailed knowledge and understanding of diseases in children and become skilled in looking at health and ill-health in babies, children and adolescents. It will enable you to develop expertise in practical procedures specifically related to the good clinical care of small babies and children. Through working in a wide range of multi-disciplinary teams you will develop strong communication and interpersonal skills. The underlying principles are those of MMC.

5.2 How The Postgraduate Doctor completes the Paediatric Curriculum

This curriculum is competency based and leads to Certificate of Completion of Training. You will be supported during your time at Brighton and Sussex University Hospitals NHS Trust by your Programme Lead, an allocated Educational Supervisor and Clinical Supervisors, all of whom will give you regular feedback about your progress. Whilst in Chailey Heritage you will be supported by Dr. Renata Lipowsky, Consultant in Neuro-disability, and whilst at the Seaside View Child Development Centre by Drs Ratna Sundrum and Jennie Chapman. You should never be in any doubt about your progress and what you can do to improve this.

5.3 The Paediatric Programme Structure

[GEAR S1.4; S 2.3]

This Faculty Handbook however gives you details of how the national curriculum for Paediatrics is organised during your time within post. It gives you details of your local programme which has been devised to meet the requirements of the paediatric curriculum and shows how this works locally. It will include, ward based, half day local teaching, PLEAT regional study days, clinical audit and exposure to academic opportunities. The programme is structured to comply with the Standards of Training of the Postgraduate Medical and Education Training Board ([PMETB](#)) and the [Gold Guide](#) or [Standards for Training in the Foundation Programme](#).

Details of the timetabled learning opportunities within each department are attached in Appendix B.

If you are a Level 1 trainee, you are strongly advised to register via the College website for the **MRCPCH Mastercourse**. This course has been designed specifically to cover all areas of the curriculum and to prepare you for the MRCPCH.

For all trainees, there are a range of courses developed by the College:

- Child in Mind – Stage 1,2 and 3
- Safeguarding children – Level 2 – Child Protection in Practice
- Safeguarding children – Level 3 – Court skills in Child Protection
- RCPCH Diploma in Nutrition
- Adolescent Health Project

www.rcpch.org.uk

5.4 Induction / Handover / Taking Consent

[GEAR S1.7; S1.8; S1.9]

You will be inducted to your Trust on your first day, however, many of your induction moduls will be in the form of e-learning and you will be have a short amount of time to complete these. Your Specialty Programme and your Specialty Department (<http://www.bsuh.nhs.uk/>), (<http://www.southdowns.nhs.uk/>)

Neonatal trainees who have not previously completed an NLS course, will be expected to do so in the first month. We have places on the Brighton NLS Course reserved specifically for medical staff.

Handover is a vital part of continuity of care for all patients

Handover in the Children's Hospital takes place

Handover on TMBU takes place between 0800-0830, 1630-1700 and 2000-2100

Handover at Chailey Heritage takes place

New arrangements are in place at Seaside View and you will be guided through these when you have your induction.

In patient-centred healthcare, children and their carers must be involved, wherever possible, in decisions about their treatment and care. The involvement of a paediatric patient in these decisions depends on their level of understanding and ability to make a considered decision as outlined in the Gillick principle. If permission is given or an agreement is reached between the child and/or carer, this constitutes consent.

Consent for surgical procedures must be taken by a member of the surgical team involved in the procedure.

6. Educational Supervision

6.1 Exams

The trainee is expected to complete all the parts of the MRCPCH exam during the first 3 years of training.

To continue to Level 2 and Level 3 training, it is a requirement that you have passed the MRCPCH. Without the exam you may move into the ST4 year i.e. the first year of Level 2 training for ONE YEAR only. If you do not complete the exam by the end of the ST4 year, you will be asked to leave the training programme.

6.2 Your Educational Supervisor – roles and responsibilities

[GEAR S1.6]

Your Educational Supervisor is responsible for overseeing your training and making sure that you are making the necessary clinical and educational progress. You will be allocated an educational supervisor throughout the whole of your rotation. This will be a clinician you will be working with at some point, and you should meet every 4 months for appraisal. You should have regular feedback from your Educational Supervisor. The responsibilities of an Educational Supervisor are given in the [Gold Guide](#).

6.3 Your Clinical Supervisor – roles and responsibilities

[GEAR S1.6; S1.12; S1.14].

Your Clinical Supervisor is responsible for your progress within each placement and for your day to day clinical progress. You should have regular feedback from your Clinical Supervisor. The process by which information about your progress is collated by your Educational Supervisor from your Clinical Supervisors is through appraisal assessment and annual planning.

7. Your Role as a Learner

You are responsible for your own learning within the programme with the support of key people as above. You should ensure that you have regular meetings with your supervisors, that you maintain your portfolio, keep up to date with assessments as required and be signed off.

8. Local Faculty Groups

Local Faculty groups (LFGs) hold a Quality Control remit within the system of education governance operational in KSS Deanery.

8.1 The Local Paediatric Faculty Group

[GEAR S 6.1-6]

The Paediatric Faculty Group's remit is threefold: to ensure that the local paediatric programme is fit for purpose and in line with paediatric curriculum requirements, to quality control the local paediatric programme and to ensure that trainee progression is tracked, supported and audited. The Local Paediatric Faculty meets three times a year, in November, March and June. The Local Faculty's work is quality controlled by the KSS Deanery Standards for the Local Faculty Graduate and Education Assessment Regulations [GEAR] and PMETB's standards for Assessment and training.

8.2 Your Year Group

[GEAR S6.10]

Each Specialty group needs to meet as a Year Group three times a year, to elect a Year Group Representative and to give feedback to Faculty about the local programme.

8.3 Your Year Group Representative

[GEAR S 6.10]

Appointing a year group representative is an essential part of the feedback process. This is a member of your cohort who will undertake to consult with the whole year (either face-to-face or by email) to gather feedback about the local programme and to give this feedback at the thrice yearly meetings of the CMT Faculty Group. The feedback loop must be closed as relevant information/responses from the LFG need to go back to the cohort. The KSS Deanery have developed a ½ day course for new trainees and the Postgraduate Centre has arranged for the training to take place locally within the AEB, RSCH. 'Hearing the doctors voices workshops will be held on the 15th September and 6th October, 2009.

9. The LAB

9.1 The Local Academic Board

The Local Academic Board within this Trust is responsible for ensuring that postgraduate medical trainees receive education and training that meets local, national and professional standards. The LAB meets three times each year and through various processes undertakes the quality control of postgraduate medical training programmes within the Trust. It receives Annual Audits and Reports from all the Local Faculty Groups, and acts as a point of contact between the KSS Deanery Schools and Local Faculty Groups. It is also responsible for the co-ordination and administration of PMETB specialty visits.

9.2 Your Specialty School

Details of your Paediatric Specialty School can be found at <http://www.kssdeanery.org/paediatrics>. or you can contact them through email: workforce@kssdeanery.ac.uk

9.3 How will you learn in this programme?

In this programme we adopt a variety of learning approaches. These include web-based, CDs, ward based clinical teaching, exposure to outpatients and theatres at the appropriate identified level, group learning, private study, courses, reflective practice, audit projects, regular teaching specific to year and specialty, but also multi-specialty when appropriate.

9.4 Curriculum Development

Trainees are entitled to a voice in the implementation of national curricula and you can actively contribute to its development at local level. This can be done through feedback to Trainee Representatives who will take ideas forward to the Local Faculty Group.

9.5 Feedback

[GEAR S1.10; S1.11]

This is a crucial aspect of your programme. You can expect to receive detailed feedback on your progress from your Educational Supervisor and from your Clinical Supervisor. This will happen during on going review meetings with your Educational Supervisor and outcomes will be recorded in your e-portfolio. You should have a clear idea of your progress in the programme at any given time and what you have to do to move to the next stage.

9.6 Annual Appraisal

Appraisal is undertaken by your Educational and Clinical Supervisor. The three integrated components of the training process (Assessment, Appraisal and Annual Planning) contribute to the Annual Review of Competence Progression (ARCP) which occurs towards the end of the training year.

9.7 Learning Portfolio or E-Learning Portfolio

[GEAR S1.17]

This is a key aspect of your learning in the programme. It is your responsibility to maintain an e-portfolio. This is an essential mandatory requirement as it provides an audit of your progress and learning. Further information on how to manage and complete the specialty e-portfolio can be found at

<http://www.rcpch.ac.uk/Training/Competency-Frameworks>

The college portfolio is a web based e –Portfolio. Those with access to your e-Portfolio are yourself, your Educational Supervisor and the Training Programme Director. To access your e-portfolio go to the following link: <http://v1.nhseportfolios.org>.

Via the e-Portfolio you can access:

- Curriculum
- Available courses
- Pick up alerts/messages
- Educational supervision
- PDP
- Development and skills log
- Record of assessments
- Trainer reports/Annual Review
- Record of Training

Your educational supervisor can:

- Review trainer reports
- Review assessments
- Direct training/education
- Structured supervision
- Triangulation - inform annual review process (ARCP)

The training programme director can collect information for the ARCP.

9.7 How are you assessed?

[GEAR S 1.16; 18]

This programme is competency based. The assessment tools are DOPS, MiniCEX and CbD's and are available on AsSET which is the colleges own web-based assessment facility. If you have not already done so, go to the following site to obtain log on details. www.rcpch.ac.uk/Training/Workplace-Based-Assessments-on-AsSET

If you are unsure how the assessment process works the information can be found on the above address.

The AsSET assessments are linked and recorded in your e-portfolio. It is your responsibility to undertake the assessment process in accordance with your specialty curriculum guidance.

eSPRAT

The next round of eSPRAT will take place in November – December 2009. Please check the website and the homepage of your AsSET account regularly for updates. It is your responsibility to note the dates to ensure you have completed one satisfactory eSPRAT per training year.

NB: SAIL Guidance and form was updated in April 2009

If your assessments have previously been recorded on HcAT, hard copies can not be printed off after the end of August 2009.

The table below shows the number of assessments you should complete during your training. For more detailed guidance go to the Royal College website <http://www.rcpch.ac.uk/Training/Competency-Frameworks>

| | Level 1 training* | | | Level 2 training | | Level 3 training | | |
|--------------------|---|-----------|-----------|---|------|---|-----|-----|
| | ST1 | ST2 | ST3 | ST4 | ST5 | ST6 | ST7 | ST8 |
| PaedMini CeX | 6 | 6 | 6 | 4 | 4 | 4 | 4 | 4 |
| Paed CbD | 4 | 4 | 4 | 8 | 8 | 4 | 4 | 4 |
| PaedCbD (external) | None | None | None | None | None | 2 | 2 | 2 |
| MSF (eSPRAT) | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| DOPS | 1 satisfactory assessment for each procedure (see Appendix) | | | 1 satisfactory assessment for each procedure (see Appendix) | | 1 satisfactory assessment for each procedure (see Appendix) | | |
| SAIL | None | None | None | 5 letters | | 2 letters | | |
| SHEFFPAT | None | None | None | None | None | 1 assessment | | |
| MRCPCCH pt1 | desirable | essential | | | | | | |
| MRCPCCH | | desirable | essential | | | | | |
| Portfolio review | 1 | 1 | (1) | 1 | (1) | 1 | 1 | (1) |
| Trainers report | 1 | 1 | (1) | 1 | (1) | 1 | 1 | (1) |

If you have problems with logging on the college has a dedicated email address where AsSET support and enquiries should be logged: asset@rcpch.ac.uk. For IPTS AsSET enquires, please email ipts@rcpch.ac.uk

For further details please see <http://www.rcpch.ac.uk/Training/Competency-Frameworks>

9.8 What meetings should you know about re: assessment?

As well as the ARCP, the Local Faculty Board meets at least three times a year to discuss your progression through the training scheme and ensure any issues that have been raised during assessment or appraisal are fully addressed.

9.9 What is the Appeals Process?

[GEAR S2.14]

If you wish to appeal against a decision made in relation to your training please discuss this first with the Programme Lead of your specialty who will advise you and give you information about the appeals process.

Quality management and governance arrangements for the KSS Deanery's ARCP is available also via the KSS Deanery website: www.kssdeanery.ac.uk/resources

10. What if you need help?

[GEAR S 2.4; 2.11; 2.12; 2.13]

We understand that sometimes and for various reasons you may feel under stress. If you need help you should seek it early in the knowledge that your issue will be discussed in confidence. For clinical matters your first point of contact should be either your Clinical or Educational Supervisor. If you do not feel you can approach them you should contact the College Tutor or alternatively contact the Postgraduate Centre, Faculty Administrator and they will put you in contact with the most appropriate person, who may be the Clinical Tutor. The Postgraduate Centres operate an 'Open Door' approach and here you can find information about local trust policies e.g. Grievance, Bullying and Harassment and Equal Opportunities.

If you feel your problems cannot be handled by a member of the educational team you may choose to approach the Occupational Health Department in the Trust. Alternatively approach MedNet which is a confidential counselling service for doctors working in London and KSS Deaneries. <http://www.stfs.org.uk/resources-MedNet.php>

Chaplaincy Services and contact details of all religions can be found on the Trust's Intranet : <http://nww.bsuh.nhs.uk/>

Support for when you are working at Chailey Heritage or Seaside View Child Development Centre is available from either the Consultant Community Paediatricians or the Consultant in Neuro-disability.

KSS Deanery also offers support for trainees in difficulty. Details of the KSS Deanery *Trainees in Difficulty Guide* can be found on the [KSS Deanery website](#).

10.1 How can you access career support?

[GEAR S3.1; 3.2; 3.3. 3.4]

Information about the KSS Deanery Career Service can be accessed at <http://careers.kssdeanery.org>.

Locally careers information and support can be accessed by contacting Dr Lawn cassie.lawn@bsuh.nhs.uk for neonatology and Dr Pippa Hildick-Smith for

paediatrics Dr Renata Lipowsky for Chailey Heritage and Dr Chapman for the Seaside View Child Development Centre.

10.2 Personal Job Description

You will have received a Job Description from Medical Staffing prior to commencing your posts.

In addition, at induction, you will have received a departmental induction pack, which explains in more detail what you can expect your commitments to be both in the hospital and community and the variety of learning resources available.

10.3 Using Educational Resources Library and e-learning Resources

There are multi-professional libraries on both sites adjacent to the Education Centres.

They have a superb range of educational resources for you to access on a 24-hour basis. These include printed and electronic resources covering a wide range of books, journals and exam questions. The staff in the libraries are extremely knowledgeable and will help you access training material which, if not available on site, can be obtained online or through the system of inter-library loans and literature searches.

Both libraries have access to the internet and relevant databases. Library Services also offer a training programme which covers literature searching, finding evidence based resources and critical appraisal. Computers with internet access are widely available in both departments.

Full details of the library opening times and services are can be found on the library's website at: www.bsuh.nhs.uk/library. Below are details of printed and electronic resources which are available specifically for core medical trainees.

Journal Club

Journal Club is an opportunity for you to learn the principles of evidence-based practice. The person taking Journal Club is responsible for identifying a topic. Ideally this should be related to a clinical question that has arisen recently.

For further help in preparing for your Journal Club presentation, we suggest you contact: **Sue Clayton, Clinical Librarian** sue.clayton@bsuh.nhs.uk 01273 523300

Sue can help with:

- Searching the literature to find a relevant, good quality, up to date paper
- Appraising the evidence and putting together a presentation
- Making sense of the statistics

| Journals | | |
|--|-------------------------------|---------------------------------------|
| | Online | Print |
| ADC Fetal and Neonatal Edition | 1997 - | |
| Archives of Disease in Childhood | 1997 - | 1950 - |
| BMJ | 1994 - | 1889 - |
| JAMA | 1998 - | 1960 - |
| Lancet | 1990 – (2 month embargo) | 1823 - |
| New England Journal of Medicine | 1996 – | |
| Paediatrics and Child Health | (3 month embargo) 2007 - | 1964 - 2007 - |
| Pediatric Critical Care Medicine | 2001 – (Password required) | |
| Pediatrics | 1997 – (1 year embargo) | |
| <i>Access electronic journals by clicking on 'Journals' at www.bsuh.nhs.uk/library</i> | | |
| Electronic Books | | |
| All Oxford Handbooks and Oxford Textbooks available | | Various |
| The Harriet Lane Handbook | 18 th ed. 2008 | John Hopkins |
| Nelson Textbook of Pediatrics | 18 th ed. 2007 | Kliegman MacDonald, Mhairi G et al |
| Avery's Neonatology | 6th Edition | al |
| Current Pediatric Diagnosis and Treatment | 18th Edition | Hay, William W et al |
| Oski's Pediatrics | 4th Edition | McMillan, Julia A et al |
| <i>Access electronic books at www.bsuh.nhs.uk/work-and-learn/library-services/books/electronic-books/</i> | | |

| Selection of recent Paediatric books | | |
|--|------|----------------|
| Pediatric physical examination: an illustrated handbook | 2006 | Duderstadt K G |
| Manual of neonatal care | 2008 | Cloherly J P |
| Paediatric Handbook | 2009 | Thomson K |
| Examination of the newborn and neonatal health : a multidimensional approach | 2008 | Davies L |
| Many other titles are available | | |

| Other electronic resources | |
|--|--|
| 123Doc www.123doc.com | Exam preparation for MRCP Part 1 and 2 <i>Access with an NHS Athens password</i> |
| BMJ Learning learning.bmj.com | CPD/postgraduate training website for doctors <i>Access with an NHS Athens password</i> |

| | |
|---|--|
| Clinical Evidence clinicalevidence.bmj.com | Best evidence on the effects of common interventions Access with an NHS Athens password |
|---|--|

| | |
|----------|--|
| UpToDate | Concise practical answers at the point of care |
|----------|--|

Available on BSUH PCs from the Library Website: www.bsuh.nhs.uk/library

10.4 How do you access other educational opportunities?

Paediatric, Community, Neurodisability and Neonatal Trainees may access the training programmes within each department. There is a server called **PaedNeoEd** that is accessible by all trainees with BSUH computer access which stores presentations and other educational material.

A number of specialist clinics are run within the Children's Hospital and Southdown's Trust and trainees are encouraged to attend.

10.5 How about Study Leave?

[GEAR S1.13]

Study leave entitlement is 30 days per year and is discretionary. Application forms are available from the Neonatal and Paediatric Secretaries.

Please complete your study leave application and submit this to *Dr Bomont for Neonates and to Dr Wynne for Paediatrics*. Once completed the form should be forwarded to The Study Leave Administrator at the Audrey Emerton Postgraduate Centre. Regional PEP and PLEAT study days count against your annual study leave allocation of 30 days, so you must ensure that you undertake the appropriate cover arrangements as early as possible and complete a study leave form to ensure you are able to attend.

For Chailey Heritage and for the Seaside View Child Development Centre ask your clinical supervisor what the process is for obtaining study leave.

Educational approval must also be sought from your allocated Educational Supervisor.

You should give at least 6 weeks notice. Approval for study leave thus needs to be obtained from both the department and the DME.

For full details see http://sope.kssdeanery.org/Leave-Study_Leave.php

10.6 How do you apply for Annual Leave?

Annual leave is 27 days per year plus bank holidays and statutory NHS days. You should give at least 6 weeks notice for leave requests.

Neonatal leave is coordinated by Dr Bomont and Paediatric leave by Dr Wynne.
CH leave is coordinated by.....
SV leave is coordinated by

Leave is sometimes governed by the relative inflexibility of a shift system although nearly all leave requests will be granted. Please be flexible so that the rota is fair to all.

10.7 GMC Ethical Guidelines

[GEAR S1.19]

The GMC has published “Good Medical Practice” which sets out the principles and values on which good practice is founded: these principles together describe medical professionalism in action. The guidance is addressed to doctors, but it is also intended to let the public know what they can expect from doctors. More information is available from the GMC at:

<http://www.gmc-uk/guidance/goodmedicalpractice/index.asp>

The following is a list of the GMCs Ethical guidance documents which can be found at: www.gmc-uk.org/guidance/ethical_guidance/index.asp

| Abbreviated title of the guidance | General Medical Council's ethical guidance |
|--|--|
| 0-18 years | 0-18 years: guidance for all doctors (2007) |
| Accountability in Multi-Disciplinary Teams | Accountability in Multi-Disciplinary and Multi-Agency Mental Health Teams (2005) |
| Appointments | Taking up and ending Appointments (2008) |
| Audio and Visual Recordings | Making and using Visual and Audio Recordings of Patients (2002) |
| Confidentiality | Confidentiality: Protecting and Providing Information (2004) |
| Confidentiality FAQs | Confidentiality FAQs (2004) |
| Conflicts of Interest | Conflicts of Interest (2008) |
| Consent | Consent: patients and doctors making decisions together (2008) |
| Expert witnesses | Acting as an expert witness (2008) |
| Good Medical Practice | Good Medical Practice (2006) |
| Gunshot wounds | Reporting gunshot wounds (2004) |
| Maintaining Boundaries | Maintaining Boundaries (2006) |
| Management | Management for Doctors (2006) |
| Personal Beliefs and Medical Practice | Personal Beliefs and Medical Practice (2008) |
| Prescribing | Good Practice in Prescribing Medicines (2008) |
| Raising Concerns | Raising Concerns about Patient Safety (2006) |
| References | Writing References (2007) |
| Reporting Convictions | Reporting Criminal and Regulatory Proceedings within and outside the UK (2008) |
| Research | Research: The Role and Responsibilities of Doctors |

| | |
|-----------------------------|---|
| | (2002) |
| Withholding and withdrawing | Withholding and withdrawing life-prolonging treatments: Good practice in decision-making (2002) |

10.8 How about Flexible Training?

[GEAR S1.15]

The flexible training advisor for Paediatrics for KSS and London Deanery is Dr Sarah Birks (sarah.birks@ekht.nhs.uk). She is also the Programme Director responsible for KSS trainees in Kent.

Please discuss with Dr Bomont, College Tutor in the first instance.

11. Useful names & numbers

Local, regional and national

KSS Deanery Website - <http://www.kssdeanery.ac.uk>

KSS Deanery Careers - <http://careers.kssdeanery.org>

KSS Deanery GEAR for Local Faculty Groups

PMETB Standards for Training - <http://www.pmetb.org.uk>

Gold Guide - http://www.mmc.nhs.uk/download_files/Gold_Guide_290607.doc

Add Specialty Links –www - as appropriate

11.1 Faculty Group Educational Support

The KSS Deanery offers a range of educational support / programmes for details please go to

http://education.kssdeanery.ac.uk/fac_dev-Accredited_Programmes.php

Appendix A

Here is a list with contact details of Education and Clinical Supervisors in both Trusts who will be working with you.

Clinical Supervisors /Educational Supervisors TMBU

- Dr Bomont
- Dr Lawn
- Dr Watkins
- Dr Amess
- Dr Rabe

- Dr Aiton
- Dr Fernandez

Clinical Supervisors /Educational Supervisors RACH

- Dr Hildick-Smith
- Dr Wynne
- Dr Bonavia
- Dr Kanumakala
- Dr Patel
- Dr Trounce
- Dr Davidson
- Dr Fidler
- Dr Seddon
- Dr Ranganathan
- Dr Rahmann

Key people involved in your programme

| Role | Name | e-mail | Ext |
|--|---------------------------------|--|------------------|
| College Tutor, Programme Lead, Chair Local Faculty Group | Dr. Rob Bomont | rob.bomont@bsuh.nhs.uk | |
| Paediatric Tutor | Dr. Catherine Wynne | Catherine.wynne@bsuh.nhs.uk | 2428 |
| Claremont child Protection Unit | Dr. Sian Bennett | sian.bennett@southdowns.nhs.uk | |
| Consultant Community Paediatrician | Ratna Sundram | Seaside View, BGH | |
| Consultant Community Paediatrician | Jennie Chapman | Seaside View, BGH | |
| Consultant Neurodisability, Faculty Administrator | Renata Lipowsky Dawn O'Grady | Chailey Heritage, Lewes, dawn.o'grady@bsuh.nhs.uk | 3353 |
| Librarian Support | Sue Clayton | Susan.clayton@bsuh.nhs.uk | 3300 |
| Medical Education Manager | Sue Hayes | Sue.hayes@bsuh.nhs.uk | 3347 |
| Clinical Tutor | Dr. Jeremy Tibble | Jeremy.tibble@bsuh.nhs.uk | 3378 |
| Director of Medical Education | Mr. Janek Nawrocki | Janek.nawrocki@bsuh.nhs.uk | 3378 |
| Head of Paediatric Specialty School, KSS | Dr. Peter Martin | dbarnes@kssdeanery.ac.uk | 020 7868 5123 |
| Head of Paediatric Specialty School, London | Dr. Hilary Cass | | |
| Programme Director for KSS, years 1-3 | Dr. Lamont | | |
| Programme Director for London & KSS Years 4-8 | Dr. Hart | | |
| Assistant Director of HR | Jane Burrage | Jane.burrage@bsuh.nhs.uk | 4895 |
| Head of Library Services | Judy Lehmann | Judy.lehmann@bsuh.nhs.uk | 3303 |

TREVOR MANN BABY UNIT
TEACHING/EDUCATION TIMETABLE
SEPTEMBER 2009 TO FEBRUARY 2010

| | | |
|--------------------------------------|---------------|--|
| Monday | 08:30 – 09:00 | Weekend Admission Review |
| Tuesday | 08:30 – 09:00 | Weekly X-ray Meeting Pharmacy Review (during morning ward round) |
| | 12:30 – 13:30 | Journal Club |
| (1 st & 3 rd) | 15:00 – 16:00 | Multidisciplinary Paediatric Grand Round (RAH) |
| Wednesday | 11:30 – 12:30 | Grand Round including review of neonatal deaths |
| | | <i>Clinical Governance Meeting (dates TBA)</i> |
| | 11:30 – 16:00 | |
| Thursday | 08:30 – 09:00 | Topic Teaching |
| | 13:00 – 14:00 | Cranial US Review (<i>every Thursday</i>) |
| | 14:00 – 14:15 | Microbiology Round |
| | 14:00 – 15:00 | <i>Research Meeting (usually 4th Thursday)</i> |
| Friday | 08:30 – 09:00 | ST3/ANNP Case Presentation OR Resuscitation Scenario Teaching OR Medical Staff Meeting De-briefing session as needed |
| | 14:00 – 16:00 | <i>Perinatal Meeting (2nd Friday of month – venue site variable)</i> |
| | 14:00 – 15:00 | Registrar Case Presentations |

NB: The Nursery 1 Consultant will hold the ST3 and Registrar bleeps for each session, apart from the x-ray meeting on a Tuesday which will be covered by the Postnatal Registrar and Transport Consultant whilst all others leave the unit.

CLINICAL GOVERNANCE DAYS 2009
Topics to be advised nearer the date

| | |
|---|--|
| Wednesday 14 th October 2009 | |
| Wednesday 20 th January 2010 | |

These are statutory Trust requirements and every effort should be made to attend them if covering a daytime shift

Clinical Governance days are an opportunity for the Department to present audits, guidelines and risk related issues to nursing and medical staff and to discuss general concerns around patient care.

At your first appraisal with your consultant mentor, you will be invited to prepare an audit or guideline for presentation at a clinical governance meeting. The topic will be given by your mentor, or the Departmental lead for clinical governance.

As part of your clinical governance activity, you will be nominated to prepare case presentations for the monthly Joint Obstetric/Neonatal Perinatal Mortality/Morbidity Meeting (see Friday teaching programme below).

Advice on the format of guidelines, audits and perinatal meeting case presentations can be obtained from your mentor or the lead for clinical governance.

NEONATAL JOURNAL CLUB

TUESDAY 12:30 – 13:30

If you are absent or on leave, **you** are responsible for swapping with somebody else

| Date | Name | Topic |
|----------------------------------|---|-------------------------------------|
| 15th September | Sue Clayton (Clinical Librarian) | Framing the Quick Clinical Question |
| 22 nd | ST3: PRATHAPAN | |
| 29 th | Technician: John Caisley | Avea Ventilator |
| 6th October | ST3: CHOUHAN | |
| 13 th | ST3: GREENE | |
| 20 th | ST3: RANGEN | |
| 27 th | ST3: KUN | |
| 3rd November | ST3: HONSEL | |
| 10 th | REG: | |
| 17 th | ST3: WINDERBANK | |
| 24 th | Consultant: FERNANDEZ | |
| 1st December | ST3: GREENE | |
| 8 th | REG: | |
| 15 th | Consultant: RABE | |
| 22 nd | ST3: HONSEL | |
| 29 th | ST3: PRATHAPAN | |
| 5th January | ST3: WINDERBANK | |
| 12 th | Consultant: | |
| 19 th | REG: | |
| 26 th | ST3: RANGEN | |
| 2nd February | ST3: KUN | |
| 9 th | REG: | |
| 16 th | Consultant: | |
| 23 rd | ST3: CHOUHAN | |

The person taking Journal Club is responsible for identifying a topic. Ideally this should be related to clinical problems on the unit during the previous weeks or so

Journal Club preparation:

We should attempt to be evidence-based in our approach to the literature. The session may focus around:

- ❖ Discussion of search strategies and methods
- ❖ Structural critical appraisal
- ❖ Discussion of evidence presented and relevance to our practice

Please see one of the Consultants for further discussion if you are stuck. You may find further helpful material on

[Http://cebm.jr2.ox.ac.uk/docs/toolbox.html](http://cebm.jr2.ox.ac.uk/docs/toolbox.html)

For further help in preparing for your Journal Club presentation, we suggest you contact: **Sue Clayton, Clinical Librarian** sue.clayton@bsuh.nhs.uk
01273 523300

Sue can help with:

- ❖ Searching the literature to find a relevant, quality, up to date paper
- ❖ Appraising the paper and putting together a presentation
- ❖ Making sense of the statistics

TOPIC TEACHING

Thursday 08:30 – 09:00

(registrars will carry ST3 bleeps for these sessions)

| Date | Topic | Name |
|----------------------------------|--|--------------|
| 17th September | Developmental Care and Analgesia Quiet Time | Chris Fearn |
| 24 th | PDA | Dr Aiton |
| 1st October | Nutrition/TPN | Dr Fernandez |
| 8 th | Congenital Heart Disease | Dr Watkins |
| 15 th | Postnatal Ward | Dr Bomont |
| 22 nd | Neonatal Abstinence Syndrome | Dr Aiton |
| 29 th | Lung Physiology | Dr Seddon |
| 5th November | Growth Restricted Infant | Dr Fernandez |
| 12 th | CLD | Dr Seddon |
| 19 th | Cranial Ultrasound | Dr Rabe |
| 26 th | Pharmacy Feedback | Dr Bomont |
| 3rd December | HIE/Neonatal Seizures | Dr Amess |

| | | |
|--------------------------------|------------------------------|---------------------|
| 10 th | IVH/PVL | Dr Amess |
| 17 th | HFOV | Dr Aiton |
| 24 th | No teaching | |
| 31 st | No teaching | |
| 7th January | Trigger & Volume Ventilation | Dr Aiton |
| 14 th | Neonatal Jaundice | Dee Casselden |
| 21 st | Optimal Transfusion Practice | Jehovah's Witnesses |
| 23 rd | Neonatal Follow-up | Dr Amess |
| 28 th | Neonatal Pathway and CPAP | Dr Bomont |
| 4th February | Metabolic Bone Disease | Dr Rabe |
| 11 th | Cyanosed infant | Dr Watkins |
| 18 th | Growth Restricted Infant | Dr Fernandez |
| 25 th | | |

ST3/ANNP CASE PRESENTATIONS

Medical Staff Meetings Resuscitation Scenarios and De-briefing Session Friday 08:30 – 09:00

| Date | Topic | Name |
|--------------------------------|----------------------------|------------------|
| 18 th September | Resuscitation Scenarios | Dr Amess |
| 25 th | | ST3 - Winderbank |
| 2nd October | | ST3 - Glenday |
| 9 th | Breastfeeding | Janet Everest |
| 16 th | Medical/ANNP Staff Meeting | Dr Bomont |
| 23 rd | | ST3 - Rangen |
| 30 th | Neonatal Prescribing | Liz Hewitt |
| 6th November | | ST3 - Honsel |
| 13 th | | ST3 - Prathapan |
| 20 th | Resuscitation Scenarios | Dr Aiton |
| 27 th | | ST3 - Chouhan |
| 4th December | | ST3 - Greene |
| 11 th | Resuscitation scenario | Dr Bomont |
| 18 th | | ST3 - Kun |
| 25 th | NO TEACHING | |
| 1st January | NO TEACHING | |
| 8 th | Medical/ANNP Staff Meeting | Dr Fernandez |
| 15 th | | ST3 - Glenday |
| 22 nd | | ST3 - ANNP |

| | | |
|--------------------------------|----------------------------|------------------|
| 29 th | | ST3 - Rangen |
| 5th February | Resuscitation Scenarios | Dr Aiton |
| 12 th | | ST3 - Honsel |
| 19 th | | ST3 - Winderbank |
| 26 th | Medical/ANNP Staff Meeting | Dr Bomont |

Case Presentation:

Present your chosen case succinctly and give a more detailed presentation of an interesting aspect of the case. The aim is to:

- ❖ Improve your presentation skills
- ❖ Learn in more depth about your chose topic
- ❖ Teach you colleagues

Try to keep presentations focused – do not try to cover the whole of a large topic. Learning is improved if any controversial or difficult areas are highlighted and subsequently discussed. You may wish to distribute copies of your overheads to your colleagues as learning material. Discuss your presentation with your consultant supervisor if in doubt.

REGISTRAR LED CASE PRESENTATION

Friday 14:00 – 15:00

| Date | Topic | Name |
|----------------------------------|--------------------------|-----------------------------|
| 11th September | PERINATAL MEETING | Maik Honsel & Rashmi Gandhi |
| 18 th | Oscillator | John Caisley |
| 25 th | Death and Bereavement | Cassie Lawn |
| 2nd October | Optiflow, CPAP and SIPAP | John Caisley |
| 9 th | PERINATAL MEETING | Chouhan & |
| | | REG - |
| 23 rd | | REG - |
| 30 th | | REG - |
| 6th November | Renal Function & Fluids | Dr Fernandez |
| 13 th | PERINATAL MEETING | Prathapan & |
| 20 th | | REG - |
| 27 th | | REG - |
| 4th December | | REG - |
| 11 th | PERINATAL MEETING | Kun & |
| 18 th | Avea/Pulmonary Graphics | Dr Aiton |
| 25 th | NO TEACHING | |
| 1st January | NO TEACHING | |
| 8 th | PERINATAL MEETING | Winderbank & |
| 15 th | | REG - |
| 22 nd | | REG - |
| 29 th | | REG - |
| 5th February | CFM/TOBY | Dr Amess |

12th

PERINATAL MEETING

Honsel &

19th

REG -

26th

REG -

Registrar teaching is protected time – Consultants will hold Registrar bleeps

IF YOU ARE UNABLE TO FULFIL YOUR TEACHING
COMMITMENT
PLEASE ORGANISE TO SWAP WITH A COLLEAGUE SO
THAT THE SESSION DOES NOT HAVE TO BE CANCELLED.

YOU SHOULD ALSO LET THE SECRETARIES KNOW SO
THAT THE TIMETABLE CAN BE UPDATED.